



Administrative Progress Report (APR) December 2006

To: POST Commissioners and Advisory Committee Members

From: KENNETH J. O'BRIEN
Executive Director

The Administrative Progress Report (APR) is a monthly status report that informs POST Commissioners and the California law enforcement community of recent progress on POST projects and instructional programs under development, and other information of importance to our mission to continually enhance the professionalism of California law enforcement.

ANOTHER SUCCESSFUL YEAR FOR POST

The year 2006 was another good year in POST's continuing effort to improve services and standards to California law enforcement. POST's Strategic Plan was reviewed and updated by law enforcement executives and trainers, to provide a fresh perspective on the needs and issues that concern law enforcement. As with all curriculum update activities conducted at POST, the work could not be accomplished without involvement and in-put from the field. POST relies heavily on the guidance and assistance of subject matter experts drawn from the ranks of agencies participating in the POST program. To those agencies who released staff to assist with updating the Strategic Plan or any of the many curriculum update workshops conducted through the year, staff extends sincerest thanks. Without this support from the field, POST could not achieve its goals.

With assistance from the field, the following services were improved during 2006:

- Updated Background Investigation Manual.
- Update training provided to Background Investigators.
- New Internet-based (TMAS) testing system for basic academies.
- Training Symposiums offered for detectives, recruiters, and trainers.
- Developed and delivered new terrorism training.
- Developed new or updated agency guidelines on SWAT, Electronic Weapons, Missing Persons, Vehicle Pursuit, Instructor Certification, Recruitment and Retention.
- Increased training reimbursement rates for travel, commuter lunch, and basic course subsistence.
- Began process of reformatting the POST Administrative Manual for web-site.
- Back fill reimbursement was approved for specified dispatcher training courses.
- Electronic Data Interchange (EDI) system was expanded to allow for electronic submittal of course certification requests.
- Eliminated the backlog in issuing POST certificates.
- Began re-purposing existing videos for academies and dispatcher training.
- Established Intermediate and Advanced Professional Certificates for dispatchers.

Standards improved included:

- Training required for basic academy instructors.
- Updated training and testing specifications for basic training.
- Developed new psychological screening dimensions for the POST Psychological Screening Manual.
- Began developing means to remediate reading and writing deficiencies.

Staff work needed to complete the above accomplishments included:

- Preparation of 100 Commission agenda items.
- Development of 6 Budget Change Proposals (BCPs) for Department of Finance.
- Issuance of over 12,800 POST Certificates.
- Maintenance and administration of over 3,400 certified training courses for which there were over 40,000 presentations.
- Coordination of over 50 curriculum development workshops.
- Production of 12 telecourses.
- Reimbursement of \$18.4 million for 53,098 trainees.
- Development and administration of \$19.6 million in Commission approved training contracts.
- Compliance audits of over 350 POST agencies.

Questions about this data or the status of any on-going POST projects may be directed to Assistant Executive Director Dick Reed, Executive Office, at (916) 227-2809 or Dick.Reed@post.ca.gov.

AWARD GIVEN FOR POST SUPPORT OF THE CALIFORNIA LAW ENFORCEMENT IMAGE COALITION

As part of a presentation to the Long Range Planning Committee (LRPC) about the California Law Enforcement Image Coalition, Katie Roberts (Captain, retired), President of the Image Coalition and Dave Douglas (Chief of Police, retired), representative of the California Police Chiefs Association and member of the Image Coalition, presented POST staff member Alan Deal with a plaque in honor of his work with the Image Coalition. For the past five years Mr. Deal has provided staff support and POST resources to the Image Coalition in a continuing effort to enhance the image of the law enforcement profession throughout California.

Highlights of a Commission-sponsored telecourse, *Building the Law Enforcement Image*, were shown to the LRPC as part of the report to the committee. The telecourse, scheduled to be released in April 2007, is in the edit and post-production phase. The subject matter experts that assisted POST staff in the development of the Telecourse were members of the Image Coalition.

Questions about the California Law Enforcement Image Coalition award or the *Building the Law Enforcement Image* telecourse should be directed to Legislative Liaison/Bureau Chief Bob Stresak, Executive Office, at (916) 227-2085 or Bob.Stresak@post.ca.gov.

INVESTIGATOR JOB ANALYSIS REPORT PRESENTED TO THE ICI ADVISORY COUNCIL

The Robert Presley Institute of Criminal Investigation Advisory Council convened in December for a final status report on the Investigator Job Analysis. DLS Group, contracted to perform the job analysis, provided a comprehensive update report. The job analysis was responsive to the following six research questions:

- What tasks comprise the investigative process used by investigators in California?
- To what extent does agency size affect the tasks included in the investigative process?
- To what extent does investigator experience affect the tasks included in the investigative process?
- What characteristics are associated with each task?
- How do the characteristics vary with agency size?
- How do the characteristics vary with investigator experience?

To answer these questions, DLS Group held a series of workshops with subject matter experts (SME) to determine the essential tasks investigators perform and to conducted site visits. With the data collected they administered an extensive web-based survey to confirm the tasks investigators perform. The survey also asked how frequently tasks were performed, ascertained task importance, and when they were learned. Finally, the survey revealed the conditions under which tasks are performed.

Except for two tasks related to handling the media, respondents across all experience levels and agency sizes performed the same tasks, and agreed on their relative importance. Interestingly, respondents reported they learn all tasks by the end of their first year as a detective.

The job analysis findings suggest that POST can design a modular course that:

- Allows students to attend only the training they need to learn to perform their jobs.
- Provides pathways through the course that can be assembled to meet individual and agency needs (e.g., inclusion of agency policies and materials).
- Uses pre-testing to identify individual training needs and conceivably allows more experienced detectives to test out of portions of the Core Course.
- Stresses that detectives use the same investigative process, comprised of the same tasks, regardless of agency size or experience.
- Offers self-instructional pre-course materials that patrol officers or new detectives can complete prior to attending the Core Course and other self-paced modules students could take during or after their classroom training.
- Provides opportunities for informal learning via a community of investigative practice (e.g., other investigators, experts, or DAs).
- Integrates learning, information, collaboration, and job-aid components within the framework of a larger performance support system that provides on-demand access to learning, information, and tools before, during, and after the Core Course.

Advisory Council members supported the methodology employed in the job analysis and the recommendations for revisions to the Core Course. They also supported the concept that the Core Course would reside within a total training environment comprised of an array of instructional resources.

Questions about the Investigator Job Analysis report may be directed to Bureau Chief Mike Hooper, Training Program Services Bureau, at (916) 227-2820 or Mike.Hooper@post.ca.gov.

POST PRESENTS AWARDS AT DECEMBER CONSORTIUM

POST staff presented the "Voluntary Compliance Awards" to eleven (11) academies who successfully participated in the voluntary Academy Instructor Certificate Program (AICP). The AICP requires basic instructor development training for any instructor who teaches a Basic Course component. The AICP started as a voluntary program in 1998, and became a mandatory program on July 1, 2006.

In order to receive the AICP Voluntary Compliance Award, an academy had to have eighty percent (80%) or more of its instructors complete either an instructor development course (of at least 24 hours) or go through an equivalency process. The 11 academies that achieved this mark prior to July 1, 2006, were:

- Bakersfield Law Enforcement Training Academy
- California Highway Patrol Academy
- Monterey Peninsula College Police Academy
- Napa Valley College Criminal Justice Training Center
- Oakland Police Department Academy
- Sacramento County Sheriff's Training Academy
- San Bernardino County Sheriff's Regional Public Safety Training Center
- San Diego Regional Public Safety Training Institute
- San Francisco Police Department Academy
- San Joaquin Delta College, Public Safety Training Center
- South Bay Regional Public Safety Training Consortium

Questions about the Academy Instructor Certificate Program (AICP) may be directed to Senior Consultant Bryon G. Gustafson, Training Program Services Bureau, at (916) 227-3902 or Bryon.Gustafson@post.ca.gov.

POST STAFF ATTENDS IADLEST CENTRAL REGION FORUM

At the invitation of the Michigan Commission on Law Enforcement Standards (MCOLES), and the IADLEST (International Association of Directors of Law Enforcement Standards and Training) Central Region, POST staff participated in the Problem-Based Learning (PBL) and Funding Forum held in Lansing, MI on December 5-6, 2006. Public safety and education representatives from approximately 17 states were in attendance.

Assistant Executive Director Mike DiMiceli delivered a presentation on funding for California POST and participated on a panel that discussed law enforcement funding for training, research, development, and implementation strategies.

Senior Consultant Dan Toomey teamed with Todd Dischinger from the Napa Valley Criminal Justice Training Center, to facilitate a session on how California has moved from instructor-centered training to student-centered learning, problem-based learning, and transitioning from the academy to field training and the need for peace officers to exercise critical thinking and problem solving.

Additional modules provided networking on e-learning, performance assessment in PBL, evaluation, testing, and qualitative measurements for training, especially scenario testing.

The forum included an appearance by Jennifer Granholm, Governor of Michigan, elected officials from the state of Michigan, and representatives of 20 POST organizations.

Questions about the Problem-Based Learning Forum may be directed to Senior Consultant Dan Toomey, Training Delivery and Compliance Services Bureau at (916) 227-0472 or Dan.Toomey@post.ca.gov.

TRAINING ADMINISTRATOR COURSE CONDUCTED

On December 13-15, 2006, POST staff presented the Training Administrator Course. The course provides an overview of POST functions and operations, and the administrative processes necessary to certify a course.

The December course was the first to include the new Electronic Data Interchange (EDI) Course Certification process. Exercises in which the attendees go online and explore the new system are included in the course. Emphasis is placed on the fact that regulations for course certification have not changed; only the method by which the information is provided to POST.

The 16-hour course was conducted in Monterey, California, with attendees representing agencies from throughout the state. The 27 attendees also included POST staff recently assigned to the Training Delivery and Compliance Services Bureau. Bureau Chief Ed Pecinovsky, Training Delivery and Compliance Services Bureau, provided an overview of POST funding, staffing, and answered questions from the group.

The next presentation of the course is tentatively scheduled for April 2007 in Southern California. New Training Coordinators wishing to attend are encouraged to register for the course via the POST website and completing the online registration form. Names will be placed on a waiting list and individuals will be contacted when plans are formalized.

Questions about the Training Administrator Course may be directed to Senior Consultant Greg Murphy, Training Delivery and Compliance Services Bureau, at (916) 227-3918 or Gregory.Murphy@post.ca.gov.

POST RELEASES ETHICAL DECISION-MAKING PUBLICATION

POST is pleased to announce the release of *Becoming an Exemplary Peace Officer* – a publication created in collaboration with Michael Josephson of the Josephson Institute of Ethics. The booklet developed the concept of the exemplary peace officer and integrates ethical considerations and effective decision making strategies for entry-level and in-service officers.

The publication supports the Commission's Strategic Plan objective to inculcate leadership, ethics and community policing into the hierarchy of POST courses. It is another tool that will educate and equip students to make insightful decisions that result in longer-term resolutions of problems encountered by peace officers serving our communities.

In addition to the creativity of Michael Josephson as the primary author, an editorial review board of California peace officers, police educators and POST staff provided input and helped produce the materials.

Persons who are authorized to access the resources on the POST Learning Portal website (<https://lp.post.ca.gov>) can download the publication for internal and personal use.

Questions about the booklet may be directed to Assistant Basic Course Coordinator Connie Paoli, Basic Training Bureau, at (916) 227-4260 or Connie.Paoli@post.ca.gov, or to Senior Consultant Dan Toomey, Training Delivery and Compliance Services Bureau, at (916) 227-0472 or Dan.Toomey@post.ca.gov.

Questions about access to the POST Learning Portal should be directed to Supervisor Jan Myyra, Learning Technology Resource Center, at (916) 227-4550 or Jan.Myyra@post.ca.gov.

SELECTION STANDARDS FOR PEACE OFFICERS AND PUBLIC SAFETY DISPATCHERS UNDER REVISION

On December 11, 2006, POST staff met to continue work on the revision to the selection standards for peace officers and public safety dispatchers. Once completed, the new standards will replace current POST Regulations 1002 (peace officers), 1018(c) (public safety dispatchers), and POST Procedures C-1 (Background Investigations) and C-2 (Medical and Psychological Examinations). The updated selection standards will incorporate recent advancements in several areas of peace officer and public safety dispatcher selection, including background investigations, psychological evaluations and medical screening. This revision is part of a larger effort to update and reformat all POST regulations and procedures.

The draft standards will be made available to POST stakeholders for review and comment within the next few months.

Questions about the proposed selection standards may be directed to Dr. Shelley Spilberg, Standards and Evaluation Services Bureau, at (916) 227-4824 or Shelley.Spilberg@post.ca.gov.

CALIFORNIA DISTRICT ATTORNEYS ASSOCIATION – NINE WEST DOMESTIC VIOLENCE PROJECT

In December, POST staff was invited to participate with a forum of subject matter experts to assist in the development of a domestic violence training project. The California District Attorneys Association (CDAA) is moving forward with an education project funded with Nine West settlement funds to produce training materials on domestic violence and stalking accessible in video format or electronically.

Because of the rotation of prosecutors in and out of domestic violence assignments, there is a need for quick immersion in specialized topics germane to prosecution of offenders and threat management. Because many District Attorney Offices have less than ten prosecutors and do not have domestic violence units, it is important that educational materials are easily accessible to those unable to attend seminar-based programs or do not have domestic violence specialists within their offices.

The CDAA seeks to provide materials to prosecutors that can be used at local levels for in-house training, self-study, and training with local law enforcement and community partners. Examples include video formatted material such as on DVD, power point slide shows, audio casting, and expanded on-line or CD resources.

Questions about the Nine West Domestic Violence Project may be directed to Senior Consultant Tricia Chisum, Training Program Services Bureau, at (916) 227-4895 or Patricia.Chisum@post.ca.gov.

PHYSICAL TRAINING INSTRUCTOR COURSE PRESENTED

On December 12-14, 2006, the Basic Level Physical Training Instructor Course was presented at the Rio Hondo Regional Training Center in Whittier. POST staff, with Rio Hondo instructors, trained 28 Basic Academy Physical Training Instructors. It was the third presentation of this POST-required course for 2006. Eighty-seven Physical Training Instructors were trained in 2006.

Questions about the Physical Training Instructor course may be directed to Senior Personnel Selection Consultant Michael Catlin, Standards and Evaluation Services Bureau, at (916) 227-2570 or Michael.Catlin@post.ca.gov.

TESTING MANAGEMENT AND ASSESSMENT SYSTEM SYMPOSIUM HELD

On December 7-8, 2006, a second Testing Management and Assessment System (TMAS) Symposium was held in Sacramento to present enhancements made to the system, receive approval of proposed changes, and discuss issues of concern with TMAS users. Participants approved POST recommendations and provided feedback on TMAS concerns.

Questions about the Testing Management and Assessment System (TMAS) Symposium may be directed to Bureau Chief Ken Krueger, Standards and Evaluation Services Bureau, at (916) 227-4832 or Ken.Krueger@post.ca.gov.

BACKGROUND WORKSHOPS COMPLETED

POST staff members Dr. Shelley Spilberg, Senior Consultant Lou Madeira and the Regional Managers conducted thirteen workshops throughout the State to inform agencies and others of the modifications to the background process. In addition, they introduced the tools developed to assist background investigators such as the revised background manual, tabs for organizing background files, the personal history statement for peace officers, and the new personal history statement for public safety dispatchers.

Approximately 1,000 people attended these workshops, and feedback from the attendees was positive. This project satisfies Strategic Plan Objective B.12.

Questions about the Background Workshops may be directed to Bureau Chief Ed Pecinovsky, Training Delivery and Compliance Services Bureau, at (916) 227-4874 or Ed.Pecinovsky@post.ca.gov.

COMPUTER SERVICES BUREAU COMPLETES ENCRYPTION OF ALL POST NOTEBOOK COMPUTERS

In December, the Computer Services Bureau (CSB) completed a three-month project to encrypt all POST notebook computers, thereby increasing data security in the event of theft or loss of any notebook computer. The CSB used the Guardian Edge Hard Disk Encryption package, a State-standard, high-strength encryption product. This low-cost, high-security package is widely used by private-sector corporations, as well as local, state, and federal agencies to protect sensitive data on mobile and fixed computer systems.

Questions about the notebook encryption project may be directed to Bureau Chief Mitch Coppin, Computer Services Bureau, at (916) 227-4850 or Mitch.Coppin@post.ca.gov.

CALENDAR OF EVENTS ON THE POST WEBSITE

Due to security concerns, the POST Calendar of Events is located in the Flagship Network on the POST Website. The Flagship Network is an electronic bulletin board for the Commission and sworn law enforcement personnel accessed through a user identification and password.

Information about obtaining access is located at http://www.post.ca.gov/library/p_ch/flagship_bb.asp. If you have access to the network but have forgotten your user identification or password, please send an email to clearinghouse@post.ca.gov.

LEGISLATIVE UPDATE

On December 4, 2006, the Legislature began the 2007-2008 session. At the time of this report, no new legislation of interest, nor legislation that would require a position by the Commission, has sufficient content for a comprehensive analysis.

REPORT DATE: December 31, 2006